

# **Archival Policy**

## **1. Introduction**

The Board of Directors of Hexaware Technologies Limited (the “Company”) has adopted this Archival policy in line with the provisions of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 (Effective from 1<sup>st</sup> December, 2015) (here in after referred as **Listing Regulations**). This Policy will be applicable to the Company with effect from **1<sup>st</sup> December, 2015**.

## **2. Purpose**

Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires listed companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30 and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.

## **3. Archival Policy**

In accordance with the provisions of the aforesaid Regulations all such events or information which has been disclosed to stock exchange(s) under Regulation 30 shall be hosted on the website of the company for a minimum period of five years and thereafter will be archived for a period of 3 years. The same may be destroyed thereafter.

## **4. Policy Review and Amendment:**

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit.

## **5. Precedence**

In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the new law, rule, regulation or standard will take precedence over these policies and procedures until such time as this policy is changed to conform to the law, rule, regulation or standard.

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